Day 1 Day 2-14 Day 21 After Inspection Notification of Inspection Sent Owner or Agent Posts Each Unit Inspection to Owner of Property **Identified for Inspection** Performed The property is reviewed for eligibility of (3 Weeks Prior to Inspection) the Habitability Achievement Award. **Packet Contains:** Inspector meets the **Owner or Agent:** Inspection results issued to owner (copy 1. Notice of Inspection (Listing of units) owner or agent on site 1. Completes/tears off the Property Owner Use sent to known agent & tenant) 2. Owner/Agent Contact Form to perform the 1st section of the Notice of Rental Inspection for the 3. Sample Inspection Checklist inspection for the units selected units: 4. Tear off Tenant Notification Form for identified. 2. Posts or mail the top portion of the Notice of each unit* Rental Inspection at/to each selected unit: 5. Pre-addressed envelope Unless prior arrangements 4. Completes the Owner/Agent Contact Form are made, inspections take 5. Mails the following back to the City in the *This consent is for City access only. The place between 9:00 a.m.-No envelope provided Violations owner/agent will need to post a 24 hour 12:00 p.m. Violations - All owner use sections of the Notice of Rental notice in order to access the unit with the Inspection inspector Notice of Violation Thank you letter - Owner/Agent Contact Form (and award level if Issued to owner/agent applicable) is sent to (tenant copied), owner/agent & re-inspection scheduled. Casework tenant is sent a thank you letter. continues until violations are resolved. No further action Notification of Inspection Sent to Tenant Fills Out Consent Form & Inspection required. **Identified Unit Tenants** Mails Back to City Performed (3 Weeks Prior to Inspection) Tenant: **Packet Contains:** Inspector will perform the 1. Fills out/sign the consent form indicating 1st inspection and may ■ Notice of Scheduled Inspection preference of presence/entrance the day of the enter with the owner/agent ■ Consent Form & postage paid inspection* in a tenant's absence return envelope 2. Mails the consent form back to the City in depending on the tenant's Sample of the inspection checklist the envelope provided. preference for their presence and inspector The tenant should receive a posted notice/consent entrance indicated on the from the owner. consent form. GRESHAMOREGON.GOV